



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MICROFILM SUPERVISOR	30	H	9.717

DEFINITION OF THE CLASS:

Under limited supervision, supervises a complete micrographics operation to include overseeing staff, project scheduling and work flow, production and quality control; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises Microfilm Operator and Laboratory Technician positions to ensure the Micrographics Center's necessary functions are carried out. The supervisory duties are performed by assigning work; reviewing work for technical accuracy and conformance to establish policies and procedures; identifying and providing training needs; appraising individual performance and providing guidance on improvement; and monitoring subordinates' work time on projects. The supervisory duties are typically not reviewed unless a problem or unusual situation occurs.

Plans and organizes the Micrographics Center's work to ensure the center meets its work commitments. This includes scheduling the project into the center; tracking the project's status from start to completion; completing production status reports on all projects; repairing malfunctioning equipment; and ordering microfilming supplies. The planning and organizing of work is typically not reviewed unless a problem or unusual situation occurs.

Consults with agencies to ensure that agencies' microfilming needs are met. This includes assisting agencies in determining what type of microfilming retrieving system will best suit their needs; developing a project proposal to include time and cost of the project; assisting the agency in determining what type of equipment they will need to institute a system and technically reviewing the agencies' equipment requests to determine if the equipment will meet the agencies' needs and expectations; advising and/or assisting agencies with repairs to their equipment. The consulting duties are typically not reviewed unless a problem or unusual situation occurs.

Sets up the microfilming projects' standards to ensure the retrieval system meets the agencies' needs. This includes, but is not limited to, determining what type of camera to film on, the type and size of film to use, the indexing/retrieval method to be used, how to orient the documents on the film, and the sequence to film the documents in. The setting up of the project standards are subject to agency review for correctness of the indexing/retrieval method, and the rest of the projects' standards are typically not reviewed unless a problem or unusual situation occurs.

Consults with equipment and supply vendors to understand a variety of equipment and supply capabilities and qualities. This includes verbal conversation with vendor representatives and reviewing equipment and supply specifications. The consulting with vendors is not subject to review.

Performs reference services to provide agencies with a means to access their records stored at the center by retrieving specific agency requested information from their files. The reference services are typically not reviewed unless a problem or unusual situation occurs.

EXAMPLES OF WORK: (cont.)

Performs microfilming duties, as the need arises, to ensure the center meets its work commitments. The microfilming duties include preparing documents to be microfilmed, setting up the camera, performing record clarity/legibility tests (density), microfilming the documents, and inspecting processed film. The microfilming assignments use a variety of equipment such as large and small planetary cameras, rotary cameras, microfilm reader-printer, microfiche reader, and microfilm inserter. The microfilming assignments would not be subject to review.

Performs microfilm laboratory duties, as the need arises, to ensure the center meets its work commitments. The laboratory duties include setting up the microfilm processing chemicals, processing the microfilm, cleaning the processing equipment, inspecting the quality of the microfilm, splicing the microfilm, and duplicating microfilm/fiche. The laboratory processing assignments use a variety of equipment such as sensitometer, densitometer, microscope, microfilm and microfiche duplicators, Methylene Blue Kit, loop and light table, and microfilm splicer. The laboratory assignments would not be subject to review.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of supervisory principles and practices as needed to supervise a staff. Knowledge of the Micrographics Center's overall goals, policies and procedures as needed to plan and organize the work.

Ability to access production details as needed to determine a project's costs and completion time, schedule the project, and track a project's status.

ENTRY KNOWLEDGES, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of microfilming systems, practices and procedures as needed to assist agencies in determining their microfilm needs, train operators, film documents and set up project standards. Knowledge of microfilming equipment as needed to set up the equipment for filming, repair the equipment, technically assess equipment capabilities, and set up project standards. Knowledge of microfilm processing procedures and equipment as needed to prepare the processing chemicals and process and duplicate microfilm. Knowledge of the National Microfilm Association standards pertaining to the density of film, processing the film and storage of the film as needed to consult with supply vendors and order supplies, set up the project standards, and perform microfilm processing duties. Knowledge of the State statutes regarding original record destruction/disposal and certifying the microfilm as needed to supervise the microfilming activities.

Ability to communicate verbally and in writing as needed to assist agencies in determining their microfilming needs, consulting with vendors on equipment capabilities and quality, and providing reference services to agencies.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent education and four years of journey level experience in a micrographics operation to include operating a variety of microfilming equipment, and of which two of the years were spent in laboratory work to include processing and duplicating microfilm; OR

MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

II

Two years as a Microfilm Laboratory Technician in Nevada State service.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.717</u>
ESTABLISHED:	2/1/68
REVISED:	7/18/80
REVISED:	1/24/84
REVISED:	12/19/85-12
REVISED:	7/1/89P
	9/27/88PC
REVISED:	7/1/91P
	11/29/90PC